

MINUTES OF REGULAR MEETING  
WEDNESDAY, SEPTEMBER 24, 2025

DUNELLEN PARKING AUTHORITY

Chairman Wagner called the meeting to order at 7:00 PM in the Authority office.

Open Public Meetings Act was read by Secretary Olsen

ROLL CALL: Present: Commissioners Osborn, Vail, Webber and Chairman Wagner. Messrs. Spengler and Olsen were also in attendance. Mr. Seader and Mayor's Liaison Ms. Peg Lockwood were absent.

APPROVAL OF MINUTES: On motion of Mr. Osborn, duly carried, the Minutes from the August 13, 2025 Regular Meeting were approved with the correction that Vice Chairman Vail made the motion to adjourn the meeting, not Chairman Wagner.

UNFINISHED BUSINESS: Mr. Olsen said he had not received a response from Central Jersey Joint Insurance Fund regarding the revised Policies and Procedures Handbook, and Mr. Osborn suggested waiting to adopt the final version until a response is received, to which no disagreement was put forth.

Mr. Spengler provided sections of the Middlesex County Joint Insurance Fund's (MIDJIF) "Preliminary Dissolution Plan" that has been proposed to the State's Department of Banking and Insurance (DOBI) and Department of Community Affairs (DCA). Mr. Olsen was asked to draft a response that would offer an upfront payment with the balance being paid over a negotiable number of years if interest was waived and to provide the draft to Mr. Spengler for his review prior to submitting it.

Chairman Wagner said the Metric multi-space Kiosk machine has shipped from the UK. Mr. Olsen said additional paperwork for the processor has been submitted.

Mr. Wagner said he "can't do anything" regarding the Gmail accounts without a means of payment. Mr. Olsen was asked to request a Procurement Card in Superintendent Locke's name, to which no disagreement was put forth. It was also determined not to purchase any specific accounting software at this time.

Chairman Wagner commented that the new flooring in the hallway, stairwell and Front Office looks great and asked Mr. Vail to look at the upstairs apartment flooring to ascertain its condition.

NEW BUSINESS: The Commissioners agreed, on motion of Chairman Wagner, duly carried, to renew with the Central Jersey Joint Insurance Fund for a period of three years.

Mr. Olsen reviewed the draft audit figures which showed an almost \$24,000 decrease in Net Position at year end. A final draft should be forthcoming.

Mr. Olsen discussed the procedures he would implement in order to comply with the Open Public Meetings Act to which no disagreement was put forth.

On motion of Mr. Osborn, duly carried, The Canhandlers of Green Brook were awarded a contract for disposal services, beginning November 2025.

Chairman Wagner asked Mr. Olsen to inquire with the Mayor and Borough Administrator regarding the revenue sharing with the Borough since adoption of Ordinance 2025-01 shifted the fee structure for parking violations.

During discussion of pricing for on-street parking, Mr. Osborn suggested that pricing should be comparable to similar sized operations such as Fanwood and Bound Brook.

Chairman Wagner said that Jeff Roscoe was happy with the installation of 15-minute parking signs and the traffic calming “beacons” that were installed nearby.

Mr. Olsen suggested approaching Crown Bank to determine any interest in a revenue-sharing arrangement with the Authority. Chairman Wagner wondered if Ms. Lockwood could facilitate, to which no disagreement was put forth.

OPERATIONS REPORT: Chairman Wagner reported that we sold 62 permits last month, up from the previous average of around 40. He said Jeff Fosbre of Town Plumbing helped to install four parking meters in front of his business, which was greatly appreciated,

FINANCIAL REPORT: Reports on financial operations for 2025 were distributed and reviewed.

RESOLUTIONS: On motion of Mr. Osborn, duly carried, Bills list #147 in the amount of \$6,709.36 was approved for payment.

PUBLIC COMMENT: There were no comments from the public.

Motion to adjourn by Chairman Wagner, duly carried, at 8:30 pm.

Respectfully submitted  
Scott H. Olsen  
Secretary/Treasurer